BY ORDER OF THE COMMANDER
AIR FORCE RECRUITING SERVICE

AFRS INSTRUCTION 33-302

20 JUNE 2002

Communications and Information

BUSINESS CARD PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AETC Publishing WWW site at https://www.aetc.randolph.af.mil/im. If you lack access, contact your base publishing manager.

This instruction implements AFPD 37-1, *Air Force Information Management* (will be replaced by AFPD 33-3) and DoDD 5330.3/Air Force Sup 1, *Defense Automated Printing Service*. It establishes and implements business card policy and procedures for Air Force Recruiting Service (AFRS). It applies to all AFRS personnel.

This publication does not apply to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Sched*ule (will become AFMAN 33-322, Volume 4). See Attachment 1 for a glossary of references and supporting information.

1. General Requirements and Responsibilities:

1.1. HQ AFRS/RSI is the office of primary responsibility for the overall direction and management of the business card program.

1.2. HQ AFRS, AFRS groups, and squadrons will submit requests for cards to HQ AFRS/RSIAM (Information Management Section), 5550 D Street West, Suite 1, Randolph AFB TX 78150-4527, where requests are approved and forwarded for printing.

1.3. Requestors must certify each person is eligible to receive cards and all information submitted is accurate.

2. Policies and Procedures:

2.1. Only personnel as directed by HQ AFRS/CC and AFI 65-601, Volume 1, *Budget Guidance and Procedures*, are authorized to receive business cards (Attachment 2).

2.2. Only HQ AFRS division points of contact as well as squadron and group information management personnel, are authorized to submit requests for business cards to HQ AFRS/RSIAM through the online ordering system. Contact HQ AFRS/RSIAM for password to access the business card web site.

2.3. Business cards must reflect exact positions and titles as prescribed by this instruction (Attachment 2).

2.4. Nicknames, for example, Rabbit, Spider, and Hot Shot, are not authorized. However, shortened versions of given names, such as Bob for Robert and Bill for William, may be used.

2.5. Home telephone numbers and personal e-mail addresses are not authorized on business cards.

2.6. Cell phone numbers are only authorized for commanders, superintendents, and first sergeants.

2.7. Mass mail out of cards is not authorized.

2.8. Personnel are authorized a maximum of six boxes (6,000 cards) per year.

2.9. Business card requests for unauthorized personnel, positions/titles, or other deviations from this instruction must first be approved via waiver. Group commanders will forward waiver requests (with justification) to HQ AFRS/RSI, 5550 D Street West, Suite 1, Randolph AFB TX 78150-4527. HQ AFRS/CV is the final authority for business card request denials.

EDWARD A. RICE, JR., Brigadier General, USAF
Commander

2 Attachments
1. Glossary of References and Supporting Information
2. Authorized Business Card Positions and Titles

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoDD 5330.3/Air Force Sup 1, *Defense Automated Printing Service (DAPS)*
AFPD 37-1, *Air Force Information Management* (will be replaced by AFPD 33-3)
AFI 65-601, Volume 1, *Budget Guidance and Procedures*
AFMAN 37-139, *Records Disposition Sched*ule (will become AFMAN 33-322, Volume 4)

Abbreviations and Acronyms

AFRS—Air Force Recruiting Service
ANG—Air National Guard
AFRC—Air Force Reserve Command

Attachment 2

AUTHORIZED BUSINESS CARD POSITIONS AND TITLES

HQ AFRS

Division chiefs, chaplains, and command staff; (FM, IG, JA, SE), all PA officers and NCOs, medical officers assigned to RSOC, and all 8R000 and 83R0 AFSCs

RECRUITING GROUPS & SQUADRONS

Commander (CC - group & squadron level)
Deputy Commander (CD - group level)
Superintendent (CCU - group & squadron level)
First Sergeant (CCF - squadron level)
Chief, Operations Flight (RSO - group level)
Group Operations Noncommissioned Officer (RSO - group level - one time order of 1,000 cards)
Flight Commander, Operations Flight (RSO - squadron level)
Flight Chief, Operations Flight (RSO - squadron level)
Operations Noncommissioned Officer (RSO - squadron level - one time order of 1,000 cards)
Military Entrance Processing Station Liaison Supervisor (RSO - squadron level)
Military Entrance Processing Station Liaison Noncommissioned Officer (RSO - squadron level)
Chief, Standardization and Training Flight (RST - group level)
Group Officer/Enlisted Accessions Standardization Trainer (RST - group level)
Senior Trainer (RST - squadron level)
Standardization and Training Noncommissioned Officer (RST - squadron level)
Chief, Officer Accessions (RSC - group level)
Group Nurse Consultant (RSC - group level)
Flight Commander, Officer Accessions Flight (RSC - squadron level)
Flight Chief, Officer Accessions Flight (RSC - squadron level)
Chief, Officer Recruitment (RSC - squadron level "Gold Bar" - one time order of 1,000 cards)
Officer Accessions Recruiter (RSC - squadron level)
Flight Commander, Support Flight (RSS - group & squadron level)
Marketing Noncommissioned Officer (RSM - squadron level)
Marketing Information Management Noncommissioned Officer (RSM - squadron level)
Logistics Noncommissioned Officer (RSSL - squadron level)
System Administrator (RSSS - squadron level)
Public Affairs Noncommissioned Officer (RSM - squadron level)
Flight Chief, X-Flight (squadron level field flight supervisor - insert appropriate flight alpha identifier)
Flight Chief, European Operations Flight (squadron level field flight supervisor)
Flight Chief, Pacific Operations Flight (squadron level field flight supervisor)
Air Force Recruiter (squadron level field recruiter)

NOTE: AFRS/CC or CV must approve all others.